NATIONAL EXAMINING BOARD FOR DENTAL NURSES

ONLINE RECORD OF EXPERIENCE STUDENT USER GUIDE

November 2013

Introduction

In this guide you will be introduced to the basics of participating in NEBDN's new electronic Record of Experience (e-RoE). It will take you step-by-step through entering the e-RoE and working within the e-RoE.

What is the e-RoE

The e-RoE is NEBDN's online work based assessment portfolio which is designed to enhance your learning experience by providing access to online activities.

The purpose of the e-RoE is to ensure student dental nurses receive formative assessments carried out in the workplace to an approved standard. All those involved in the formative assessment process must ensure they are familiar with the standards expected of a newly qualified dental nurse and make assessment decisions based purely on the criteria set by NEBDN and described in the checklists attached to each of the Practical Experience Record Sheets.

Contents   Page

1 Login

Many different people use this website. To protect their privacy and to enable proper functioning of the RoE process, each person is given access to specific parts of the site and to information relevant to their role and identity.

To access any of the website contents, you must log in. That way, the system knows who you are and what areas of the website to make available to you.

This is the page that every visitor to the website sees before logging in. You may enter your username and password at the top right or at the bottom left. Both sets of fields have the same effect.

For a user who has forgotten his/her username or password, this page provides a link to recover or reset it. See Section 7

For someone who does not have a user account, this page also provides a method to request one. However, please remember that having a user accounts is only the first step toward gaining access to the site content. In general, you must also be enrolled on a specific course or programme or invited to join one.

To log in, enter your username and password, then click "Login". Remember that both your username and password are 'case-sensitive' – you must type them exactly as given.
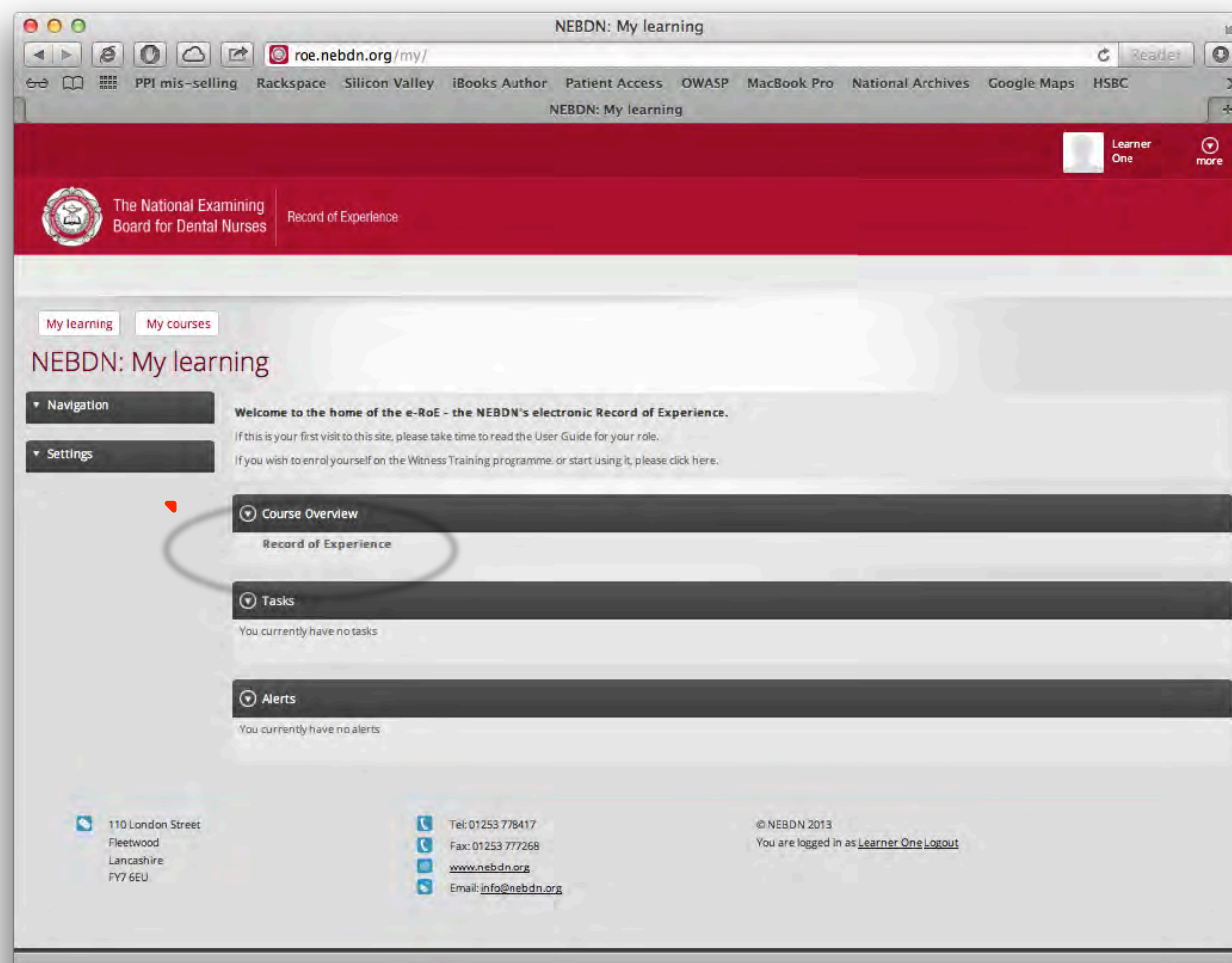
2   Home page

Once you are logged in, you should see this page. This is your 'home page'. From it you can access the Record of Experience.

If there are any tasks awaiting your attention or alerts about changes in the system, you should see a notification here.

To access the RoE, click "Record of Experience"

3 Record of Experience
3.1 RoE introduction

This is the introductory page of the RoE. It provides access to all parts of the RoE, along with a number of explanatory documents. You should read these. They include:

- Introduction
- Behavioural Standards
- Principles of Good Practice
- Overview

The last item before the five units of the RoE is the "Record of Experience – Status", a live 'tracking document'.
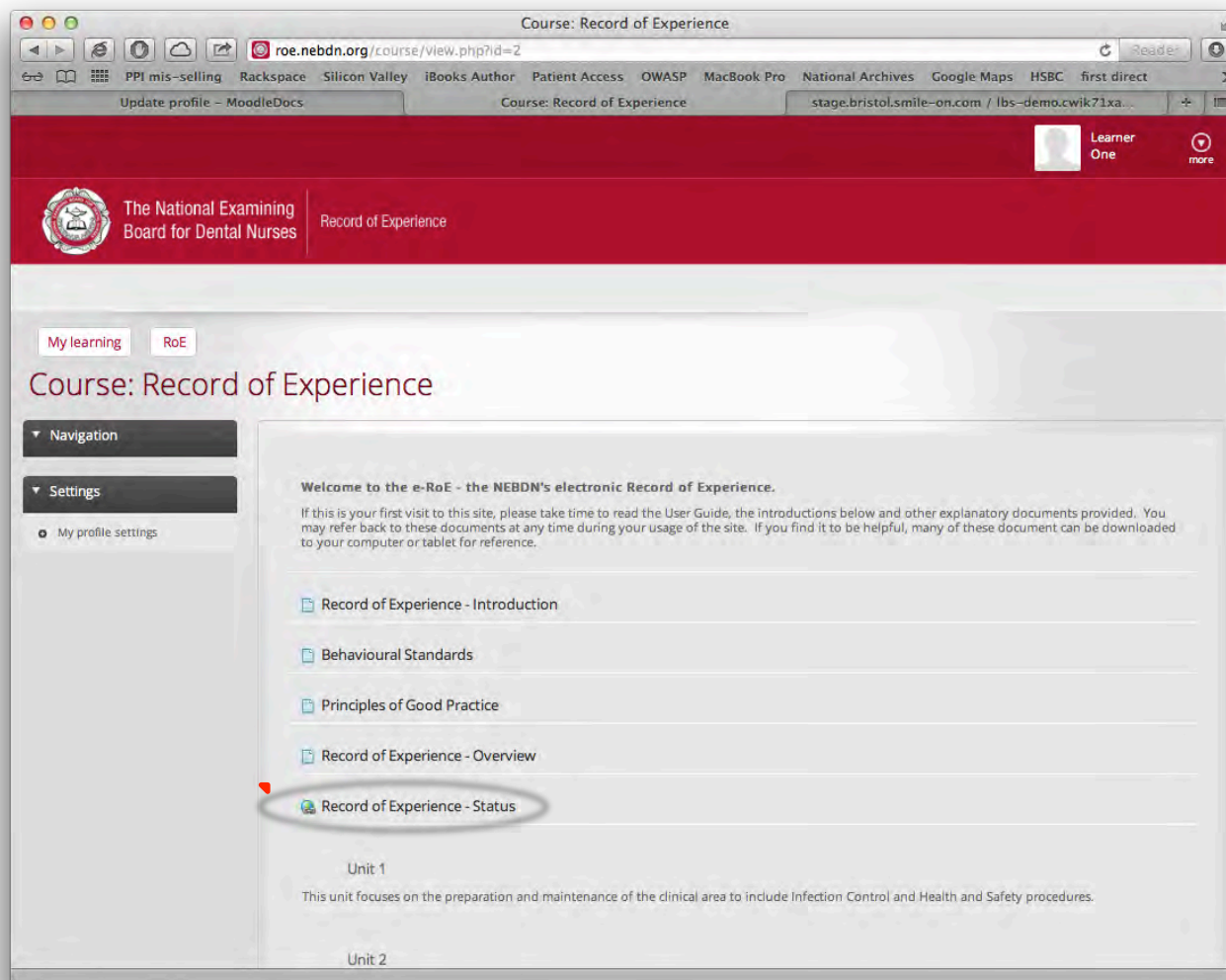
3.2 Record of Experience – Status

The "Record of Experience – Status" page is a live 'tracking document', showing the current status of each element of your RoE.

The full list takes several pages. However, you can select a shorter list, selected by:

- Unit (1, 2, 3, 4 or 5)
- Activity type (PERS or SO)
- Progress

or any combination of these.

Once you have selected the criteria, click "Filter" to display the abbreviated list.

To go to any specific element of the RoE, simply click on its name.

To return to the "Record of Experience" page, click the back arrow on your browser.

3.3 RoE - Units

Further down the "Record of Experience" page, you will see the five main units of the RoE. Access any of them by clicking on the title – e.g. "Unit 1".
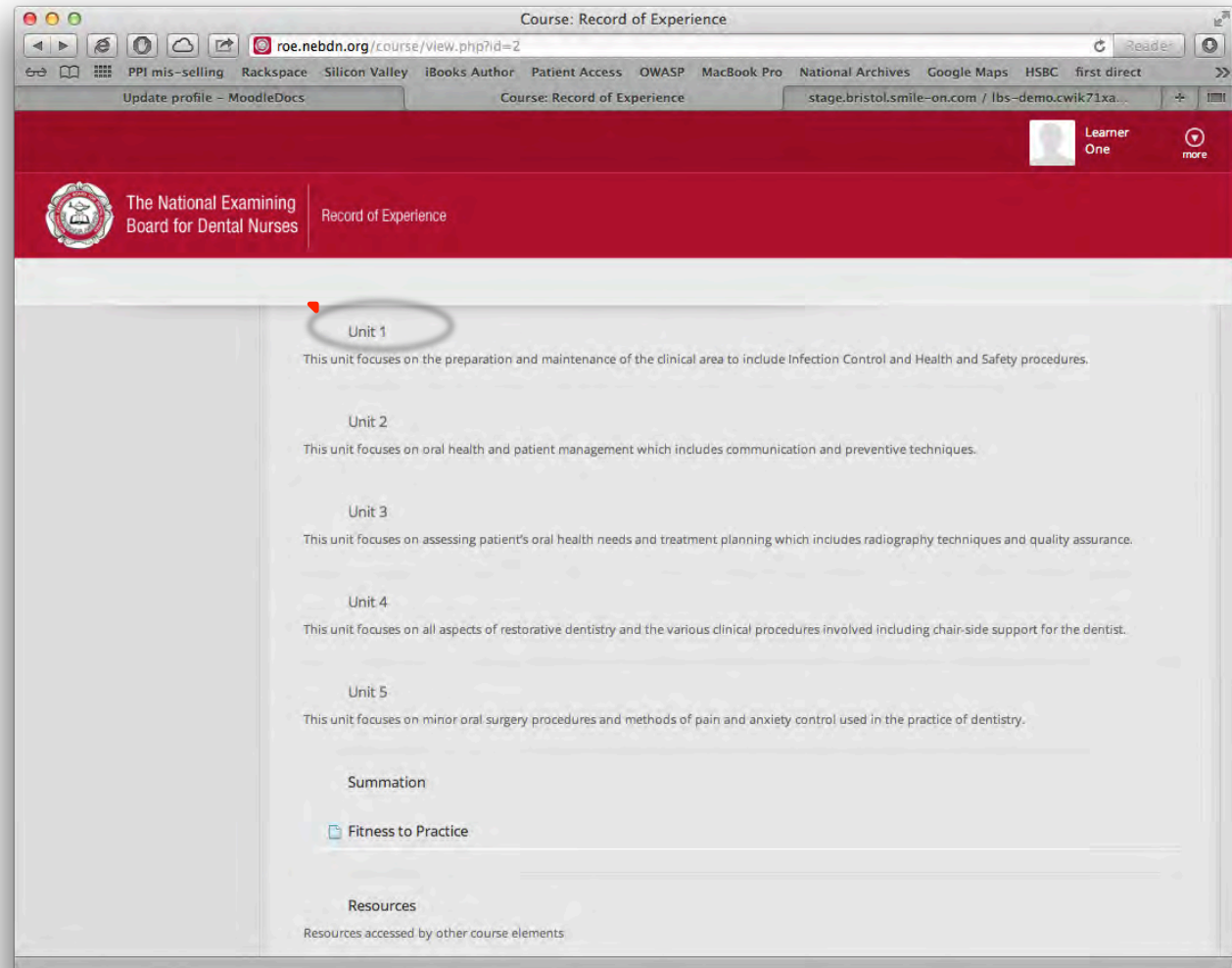
3.4 RoE Unit

The Practical Experience Record Sheets (PERS) in each Unit of the RoE are divided into sections. After these sections, each unit includes a number of Supplementary Outcomes (SO).

An introduction is provided to each unit, accessible by clicking on its title – in this example ""Unit 1 Introduction".

To return to the main "Record of Experience" page, click the "Back to course Record of Experience" link, or the back button on your browser.

3.5 RoE Unit introduction

To return to the "Unit" main page, click the back arrow on your browser.

3.6 RoE Unit Section

Each section of a RoE Unit has its own short introduction.

An individual PERS is accessed by clicking on its title.

3.7 RoE Unit Section introduction

To return to the "Section" main page, click the back arrow on your browser.

4 Practical Experience Record Sheet (PERS)

4.1 Practical Experience Record Sheet (PERS)

Each PERS has to pass through a series of steps, from you, the student, to your witness and then to your tutor.

When anyone first opens a PERS, they see all of the instructions and any content that has been entered. In this example, no content has been entered yet.

To edit the contents, click the "edit" icon (a small pencil).   There is one at the top of the page and another at the bottom.

Be aware, however, that each person who has a role in this process can edit only some of the fields in the PERS, but all of them can see all of the content.

Also, there is a strict procedure for passing the PERS from one role to another. Once someone passes the PERS on to another, they can no longer edit it. To do so, the PERS would have to be 'returned' to them.

4.2 Editing a PERS – details

Clicking the "edit" icon opens up any fields that you are pemitted to edit.

In this example you can see selectors for:

- Range
- Patient type

And a field for the date on which the procedure being reported was carried out.

Note that the date field must be "enabled" by ticking the checkbox opposite the word "Enable".

4.3 Editing a PERS – report

The main report for the PERS consists of three text fields:

- description
- procedure
- reflection

The field size should be sufficient for the text you wish to enter, but more room is available.

4.4 Editing a PERS – more text

In case of need, each field can be increased in size by dragging the bottom right-hand corner.

4.5 Editing a PERS – saving your entry!!

Do not forget to click the "Save changes" button when you are done. Without that action, all you have entered will be lost and cannot be recovered.

You can save many times along the way, then return to editing. If you need to take a break, or are interrupted, SAVE your work!!

On this example you can see the fields that your witness and tutor will have to complete after you.

4.6 Finishing your part of a PERS

Once you have finished editing a PERS and have saved your work, decide if it is ready to be passed on to your witness.

You can find the workflow block on the left of the PERS, towards the top. When you consider the PERS to be ready, click the "Finish step" button. Your PERS will then be available to your witness for assessment.
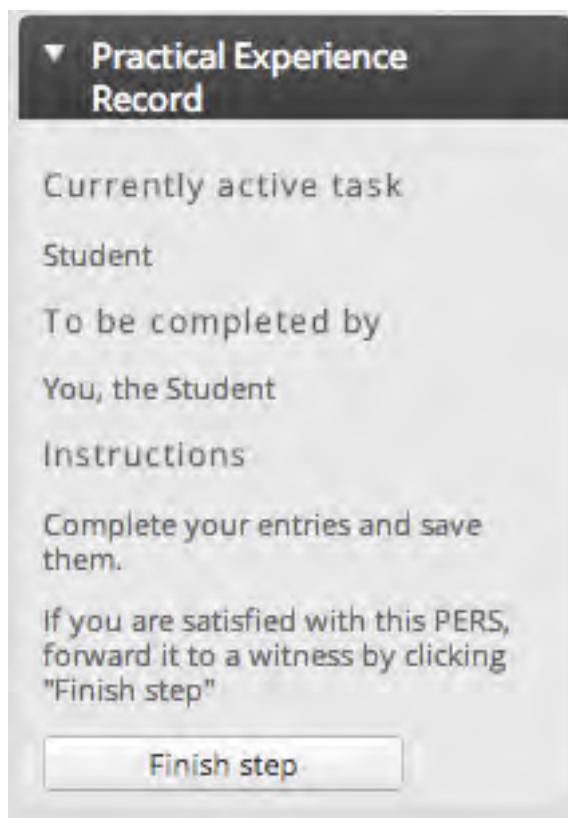
Once your witness has finished he/she will pass your PERS on to your tutor for final assessment. Witnesses are required by the GDC to complete their part of this process within seven days of the clinical activity having taken place. Students should therefore complete the PERS as soon as possible after the clinical activity.

If either witness or tutor considers that you should take another look at the PERS, they may return it to you. You will receive a notification and, when you open the PERS, you can read any comments they have added.

Be aware that neither witness nor tutor can edit your entries. All they can do is comment.

After you have edited the PERS (and saved it) you will be able to return it to your witness by clicking on "Finish step".

Should your PERS be rejected totally, you will have to start again, performing a new procedure and completing a new PERS.

▼ **Practical Experience Record**

Currently active task

Student

To be completed by

You, the Student

Instructions

Complete your entries and save them.

If you are satisfied with this PERS, forward it to a witness by clicking "Finish step"

[Finish step]

5 Supplementary Outcomes

5.1 Selecting an SO

Each Unit in the RoE includes a number of Supplementary Outcomes. They are located in the SO section of the Unit.

Any SO can be selected by clicking its title.

5.2 Supplementary Outcome

Supplementary Outcomes do not have the same uniform structure as the PERS. Each is different. Some require short text answers. Some require long text answers. Some require you to download a document to your local computer, to work on the document, to save it and then to upload it back into the RoE system.

This is an example of the latter type.

To edit this SO, click on one of the "edit" icons.

5.3 SO – edit

This example illustrates an SO where the student must download a document, process it, save it and then upload it back into the system.

The download link is the word "here" at the end of the explanation.

To upload the finished file, either drag it into the area marked:

"You can drag and drop files here to add them."

or click on the "Add " link and follow the instructions.

Don't forget to "Save changes" afterwards!!

5.4 Finishing your part of an SO

Once you have finished editing an SO and have saved your work, you must decide whether it is ready to be passed on to your tutor.

You can find the work flow block on the left of the SO, towards the top.

When you consider the SO to be ready, click the "Finish step" button. Your SO will then be available to your tutor for assessment.

If your tutor considers that you should take another look at the SO, they can return it to you. You will receive a notification and, when you open the SO, you will be able to read any comments that your tutor has added.

Be aware that a tutor cannot edit your entries. All he/she can do is comment.

After you have edited the SO (and saved it) you will be able to return it to your tutor by clicking on "Finish step".

6 Supervision & support

In addition to the staff of your training provider and your employing/supervising dentist, each student may have a mentor and will require one or more witnesses for their PERS.

Witnesses must complete the Witness Training Programme, and both Witnesses and Mentors must be approved by your tutor before being permitted to act within the RoE.

You may view a list of all your supervising staff using the "Witnesses, Mentors & Supervisors" report, available via the "Administration" block on the left of the page.

The report shows the role and status of each.

To request an additional witness or mentor, insert their email address in the "email" field at the foot of the report and select the relevant "Add" button. Please ensure that you enter the correct email address for your invitee.

The invitee will appear on your Witnesses, Mentors & Supervisors list. Until approved by your tutor, their status will show as "pending" and they will be unable to view your work.
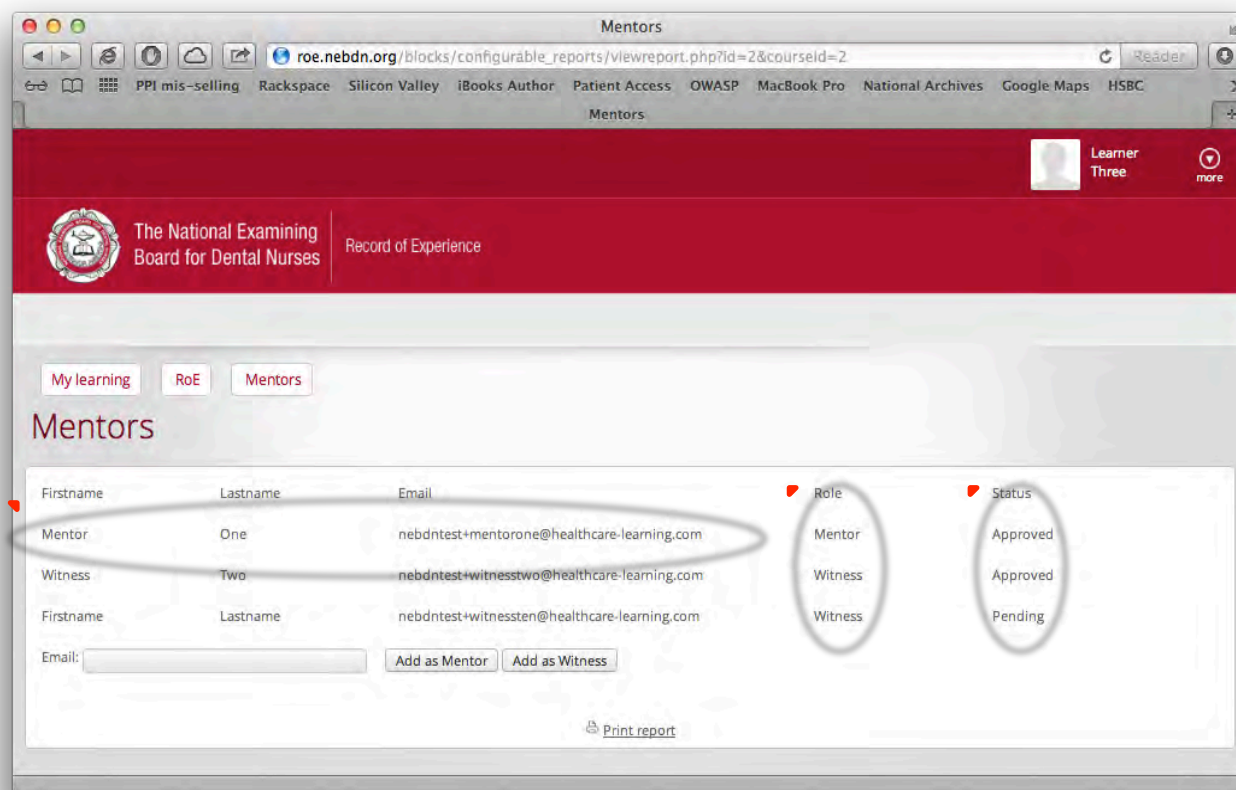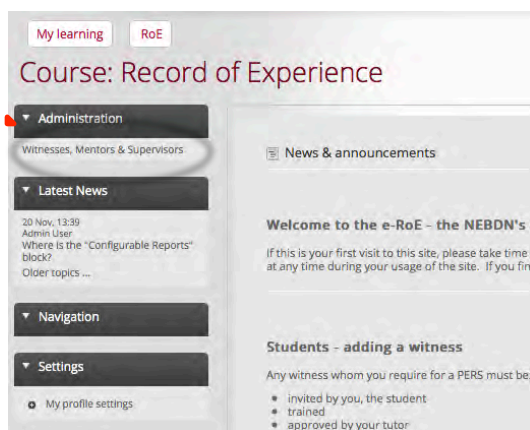
7 Reset password

If you forget your password or, for some reason, your password is no longer accepted by the system, you can request that it be reset. In order to protect your privacy, this process includes a number of steps that are intended to verify the identity of the person making the request. These steps are described in the following five pages. They are:

1. Request password reset
2. Receive a reset confirmation
3. Receive a new temporary password
4. Select the password that you wish to use
5. Receive a confirmation that your new password has been accepted.

Until you have completed all steps in this process you will not be able to access the rest of the website.

7.1 Request password reset

After clicking "Forgotten your username or password?" on the landing page.

If you remember your username but have a problem with the password, enter your username.

If you are unsure about your username, enter the email address with which you registered.

The click "Search"

If you are unsure about all your details, send an email explaining your circumstances to eRoE.support@nebdn.org.

7.2 Reset request confirmation

In response to your clicking "Search" you should see this message and, soon afterwards, you should receive a confirmation email. If an email does not arrive within a minute or two, please check your 'junk' or 'spam' mailbox.
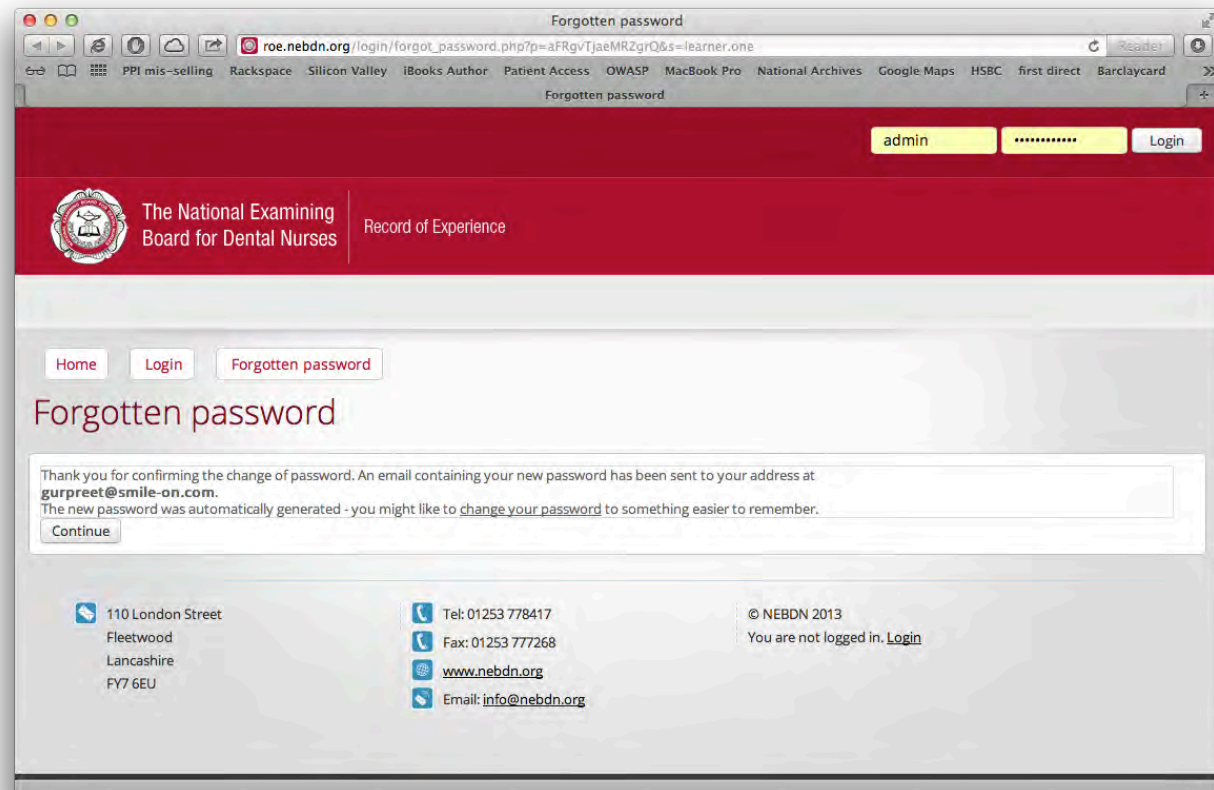
In the confirmation email you will find a link that you should click.
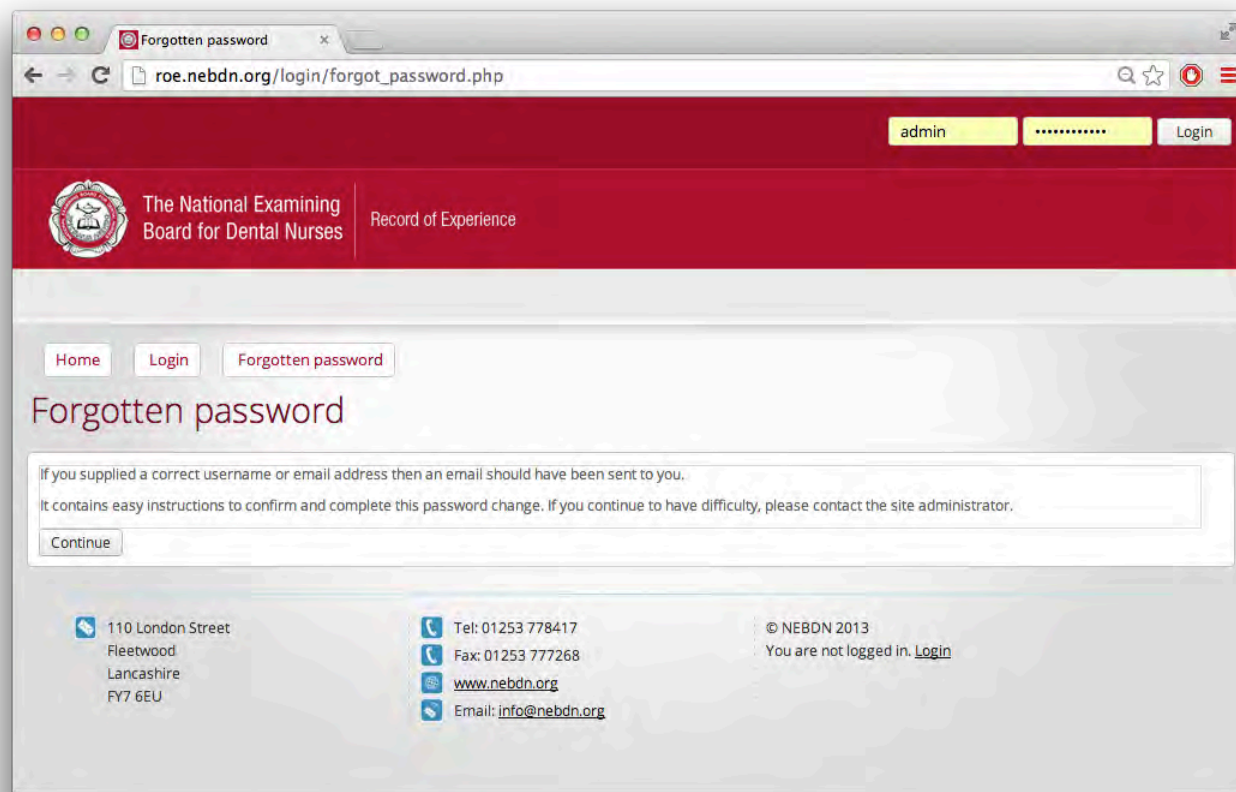
7.3 New password notice

Up on clicking the link in the confirmation email you should see this notice. Click "continue" and then look for a second email containing your username and a password.

Use these to log in to the website.

7.4 Change password

When you (finally) succeed in logging in, you should be taken to the 'Change password' page. If not, please go there by clicking the "Change password" link in the "Settings" menu, under "My profile settings".

You have to enter your current password (that's the one you received in the email) and then the new password that you wish to use from now on.

Please enter that password again in the "New password(again)" field, and then click "Save changes".

7.5 Password change confirmed

If you see this page, you know that your new password has been accepted and that you can continue on to using the rest of the website.

If you do not see this page, the system may not have accepted your new password and you might have to go through some or all of this process again.

Remember, in case of trouble, email to eRoE.support@nebdn.org.